

Randolph County Board of Education  
Elkins, West Virginia

Job Description

POSITION: Custodian III

QUALIFICATIONS: A. High school diploma or equivalent  
B. Ability to communicate, read, write, and follow written and oral instructions  
C. Demonstration of knowledge of custodian methods, procedures, and safety principles  
D. Must have a knowledge of the use of equipment to be used in buildings such as buffers, rug cleaners, vacuums, and floor strippers  
E. Must be in good health and good ability and dexterity; average physical strength with capability to perform heavy work; ability to work from ladders or scaffolds  
F. Demonstration of mechanical aptitude, ability and skills necessary in the operation of the heating, cooling, and sewage treatment system

REPORTS TO: School Principal, Supervisor of Maintenance

SUPERVISORY RESPONSIBILITIES: none

JOB RESPONSIBILITIES: A. Maintenance of positive work habits  
B. Performance of duties effectively and productively  
C. Maintain and upgrade skills  
D. Is responsible for cleanliness, care, maintenance, protection, and preservation of the school building, its contents and grounds  
E. Performs routine minor maintenance operations on the heating and ventilation system; takes proper care of the heating apparatus so that it may function economically  
F. Makes minor repairs and reports the need for any major repairs  
G. Clean ice and snow from the walks, steps, and entry ways when needed  
H. Perform necessary repairs/replacements as assigned and perform in emergencies as needed

PERFORMANCE STANDARDS: A. Demonstration of appropriate work habits  
1. Observation of work hours  
2. Regular attendance  
3. Compliance with policies/procedures  
4. Observance of good safety practices  
5. Meeting of schedules in a reasonable fashion

- 6 Acceptance of change
  7. General appearance of work area
  8. Demonstration of initiative with regard to job assignment
  - 9 Maintenance of confidentiality
  10. Appropriate relationships with fellow employees
  11. Appropriate appearance and dress for assigned responsibilities.
- B. Demonstration of appropriate job performance skills
1. Work judgments (organization and coordination of assigned duties)
  2. Quality of work
  3. Ability to follow instructions correctly
  4. Acceptance of responsibility
  5. Efficiency under stress
  6. Operation and care of equipment
- C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).